

**Managing an Inter-Agency Transfer Overview**

The Transfer Employee business process refers to the movement of an employee from one position to another position. This Job Aid addresses the following transfer transactions, otherwise known as Inter-Agency Transfers:

- An employee transfers from one state agency to another state agency
- An employee transfers from one state agency to a locality or exempted agency

This document covers the actions taken by the Receiving Agency. Before starting this process, the approval process must be completed and you will need the employee's Social Security Number (SSN). Because the approval process occurs outside of the Cardinal system, this document does not cover the transfer approval process. All approvals must be completed prior to updating the employee job data in Cardinal.

All employees who are transferring from one agency to another must be terminated from their sending agency prior to being hired into their receiving agency. When these employees are active in both agencies, Anthem, Aetna, and other healthcare providers receive data files that show the employee as active in two agencies, which results in both records cancelling. When this data mismatch occurs, the healthcare vendors do not receive the updated information regarding the agency change and the transferring employee loses health benefits coverage.

Coordination between the Sending and Receiving Agencies is imperative as the effective dates of the termination and hire/rehire transactions must be reviewed to prevent or address any breaks in service, as required by applicable HR Policies. The sending agency selects the transfer date (i.e., termination effective date) as the day after last day worked. (i.e., Transfer date is 1/1/2020, but last day worked was 12/31/2020.)

For further details on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This job aid is located on the Cardinal website in **Job Aids** under **Learning**.

This document does not cover the steps to upload the transfer information to the Cardinal system. The Job Aid titled **Cross Functional Performing a Mass Upload** and can be found on the Cardinal website under **Learning**.

Transferring an employee from one agency to another, the Agency BA will need to re-elect benefit elections of the employee once the transfer process to the receiving agency is complete. See **Job 361 Benefits** quick reference guide for more details. This job aid is located on the Cardinal website in **Job Aids** under **Learning**. When an employee transfers in to a new agency, the Benefit Administrator of the receiving agency needs to reelect the employee's benefit elections to match what the employee was enrolled in prior to the transfer.

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## Human Resources Job Aid

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### Using the Employee Search Match

Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed in order to validate the employee's termination from the sending agency and obtain the existing Employee ID.

1. Navigate to the **Search Match** page using the following path:

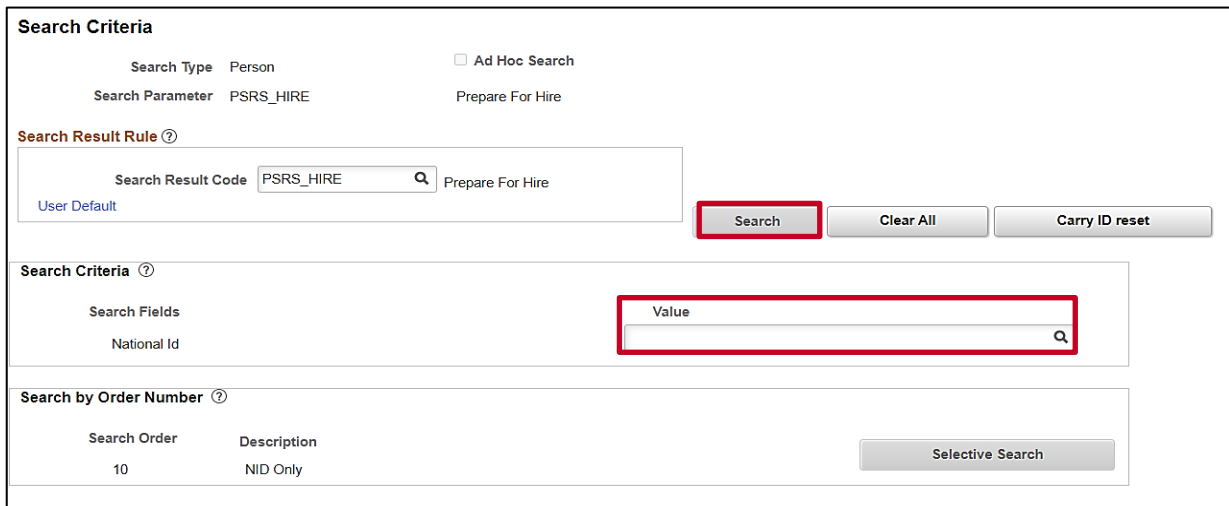
**Navigator > Workforce Administration > Personal Information > Add a Person**

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



3. Enter the employee's SSN into the **Value** field.
4. Press the **TAB** key on the keyboard to enable the **Search** button and automatically reformat the SSN (e.g., dashes removed if entered).
5. Click the **Search** button.

The **Search Results** page displays.

### Search Results

Search Type

Person

☐ Ad Hoc Search

Search Parameter

PSRS\_HIRE

Prepare For Hire

Result Code

PSRS\_HIRE

Prepare For Hire

Search Results Summary

Number of ID's Found

1

Search Order Number

10

NID Only

[Return to Search Criteria](#)

Search Results

1-1 of 1

View All

|   |          | Empl ID | Last Name | First Name | Middle Name |   |                           |
|---|----------|---------|-----------|------------|-------------|---|---------------------------|
| 1 | Carry ID |         |           |            |             | <a href="#">Person Organizational Summary</a> | <div>+</div> <div>-</div> |

6. Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.

### Person Organizational Summary

Person ID

Employment Instances

1 of 2

View All

ORG Instance

0

Last Hire

05/06/2020

Termination Date

10/25/2020

HR Status

Inactive

Payroll Status

Terminated

Assignments

1-1 of 1

| Empl Record | HR Status | Payroll Status | Date Last Change | Business Unit | Last Asgn Start | Employee Class       | Term Date  | Job Code | Grade | Benefits Status |
|-------------|-----------|----------------|------------------|---------------|-----------------|----------------------|------------|----------|-------|-----------------|
| 0           | Inactive  | Terminated     | 10/26/2020       | 71800         | 05/06/2020      | Other Non-Classified | 10/25/2020 | 96615    |       | Active          |

Return to Search

Notify

**Note:** The **Person Organizational Summary** page displays the employee's Empl Records in order starting with Empl Record "0".

7. Navigate to the desired Empl Record using the Navigational Arrows or **View All** link in the top right portion of the page.

The **Person Organizational Summary** page refreshes with all Empl Records displayed (the **View All** link was selected in this example).

Person Organizational Summary

Person ID [REDACTED]

▼ Employment Instances Q | < > 1-2 of 2 View 1

ORG Instance 0 Last Hire 05/06/2020 Termination Date 10/25/2020  
HR Status Inactive Payroll Status Terminated

**Assignments**

Q < > 1-1 of 1

| Empl Record | HR Status | Payroll Status | Date Last Change | Business Unit | Last Asgn Start | Employee Class       | Term Date  | Job Code | Grade | Benefits Status |
|-------------|-----------|----------------|------------------|---------------|-----------------|----------------------|------------|----------|-------|-----------------|
| 0           | Inactive  | Terminated     | 10/26/2020       | 71800         | 05/06/2020      | Other Non-Classified | 10/25/2020 | 96615    |       | Active          |

ORG Instance 1 Last Hire 10/26/2020 Termination Date 01/03/2021  
HR Status Inactive Payroll Status Terminated

**Assignments**

Q < > 1-1 of 1

| Empl Record | HR Status | Payroll Status | Date Last Change | Business Unit | Last Asgn Start | Employee Class    | Term Date  | Job Code | Grade | Benefits Status |
|-------------|-----------|----------------|------------------|---------------|-----------------|-------------------|------------|----------|-------|-----------------|
| 1           | Inactive  | Terminated     | 01/04/2021       | 99900         | 10/26/2020      | Classified Salary | 01/03/2021 | 69034    | 5     | Active          |

Return to Search Notify

8. Review the information and validate it is consistent with the information obtained from the Sending Agency. If the information is not consistent, contact the Sending Agency and/or employee. At a minimum, the following information should be reviewed:
  - a. **Person ID** field: Displayed at the top of the page. Make a note of the Employee ID as it will be needed to complete the transfer action.
  - b. **HR Status** field: Should be **"Inactive"**. If it is **"Active"**, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.
  - c. **Payroll Status** field: Should be **"Terminated"**. If the status is not **"Terminated"**, contact the Sending Agency and/or employee to coordinate the timing (date) for the termination and new hire/rehire transactions.

**Note:** The Sending and Receiving Agencies **MUST** coordinate the effective date of termination and hire/rehire to prevent a break in service. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**. To evaluate the impact of a possible break in service, see the Job Aid titled **HR351 Impacts of Breaks in Service Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

9. Continue with the hire/rehire action if the record is as expected and the Sending Agency completed the termination action. If the record is not as expected or if the Sending Agency has not completed the termination action, reach out to the Sending Agency to verify the status and effective date before updating the employee's Job Data.

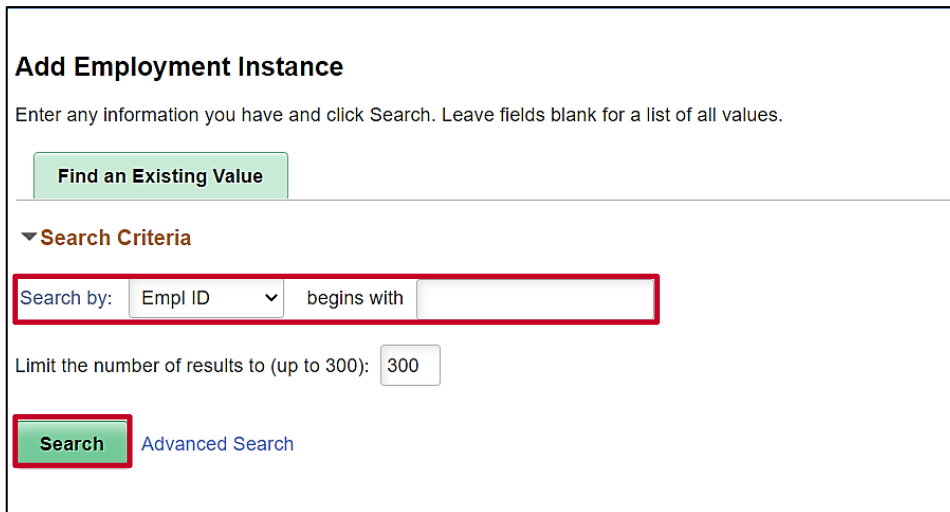
#### Updating the Employee Job Data

Validate the Position Information is correct prior to updating the Employee's Job Data. If the Position Data is in correct, cancel the action and make corrections to the Position before assigning the employee to the position.

1. Navigate to the **Job Data** page using the following path:

**Navigator > Workforce Administration > Personal Information > Organizational Relationship > New Employment Instance**

The **Add Employment Instance Search** page displays.



2. Enter the employee's Employee ID into the **Search Criteria** field.
3. Click the **Search** button.

The following message displays in a pop-up window.



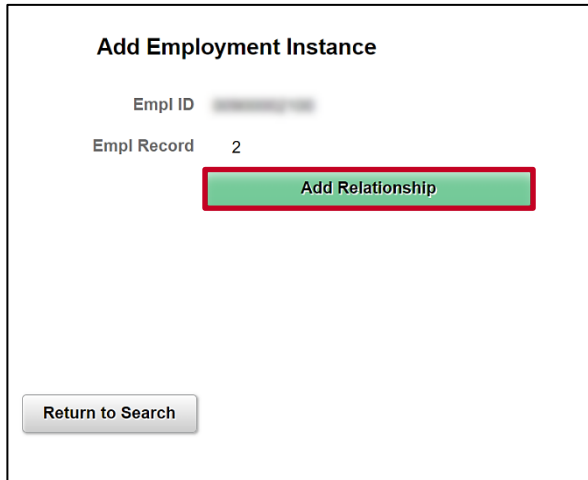
The employee requires a new employment instance for an Inter-Agency transfer. Click the **No** button to create a new employment instance.

**Note:** For guidance on how to answer this question, review the following scenarios below:

- Click the **No** button if the employee is being transferred into a different agency or transferred into a new position at the same agency but into a different employee type (i.e., wage to salaried). The **New Employment Instance** page displays and clicking the **Add Relationship** button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Click the **Yes** button if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This hires the employee back into the same employee record they had previously.

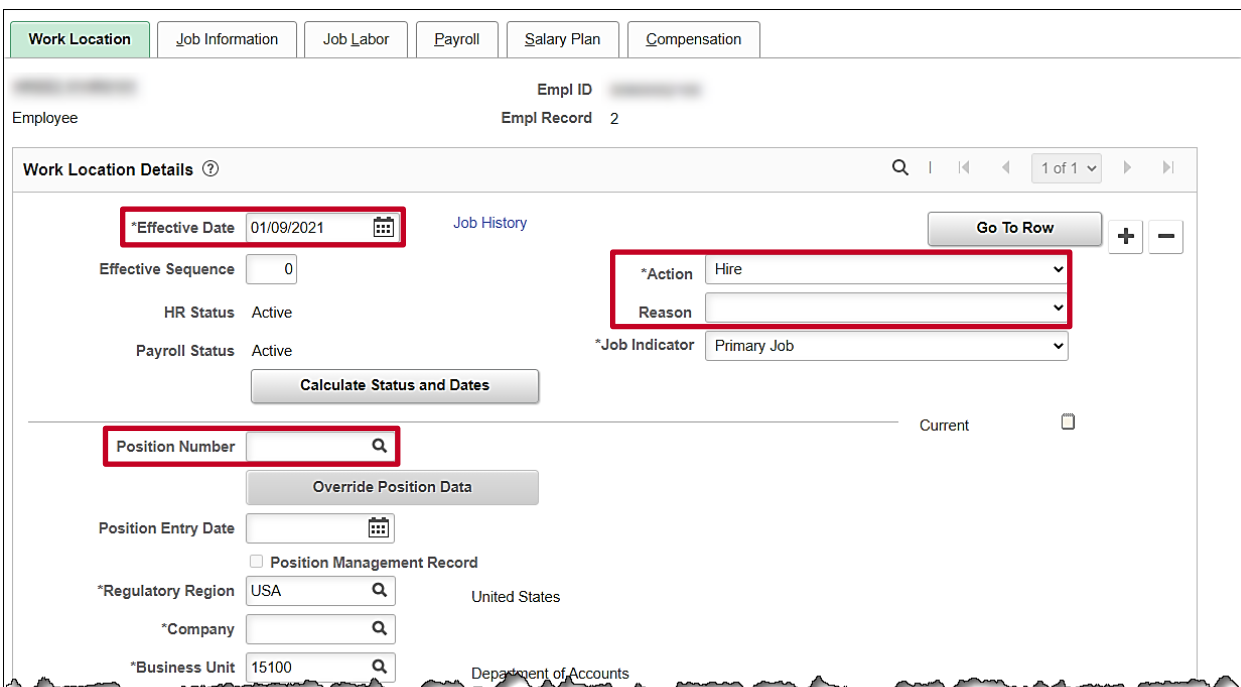
The **Add Employment Instance** page displays as a result of click the **No** button.



- Click the **Add Relationship** button.

**Note:** The Employee Record increments to the next sequential number.

The **Add Employment Instance** page refreshes and the **Work Location** tab is displayed by default.



- The **Effective Date** field defaults to the current system date. Update this date to the applicable date of transfer as needed using the **Calendar** icon.

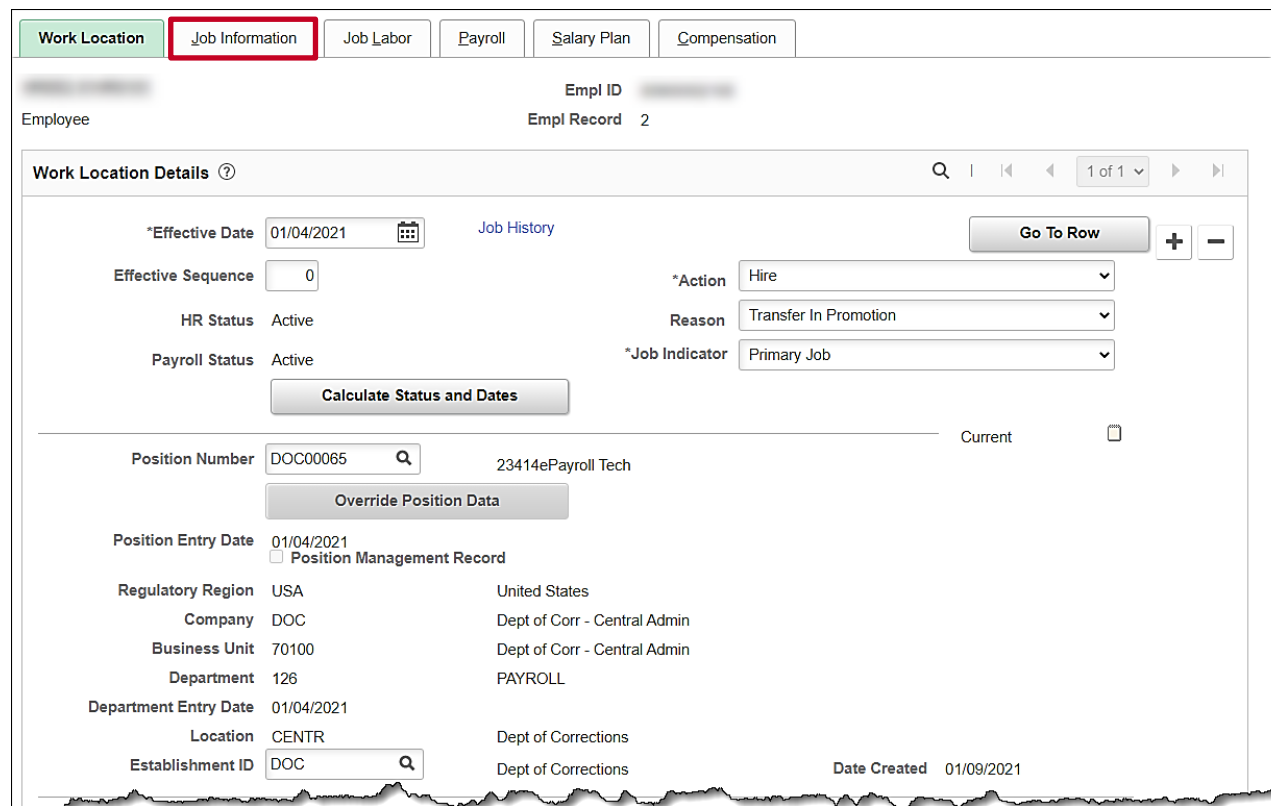
**Note:** Classified/VPA employees cannot have a break in service between the Termination and Hire/Rehire actions. Refer to DHRM Policy 2.10, Hiring, for additional guidance. For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

6. The **Action** field defaults to “**Hire**”; no other options are available.
7. Click the **Reason** field drop-down button and select from one of the “**Transfer In**” reasons.

**Note:** For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Enter/select the Position Number in the **Position Number** field using the look-up icon.

The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.



The screenshot shows the 'Job Information' tab selected in the 'Work Location' section. The form displays the following information:

- Employee:** [Redacted]
- Empl ID:** [Redacted]
- Empl Record:** 2
- Work Location Details:**
  - \*Effective Date:** 01/04/2021
  - Effective Sequence:** 0
  - HR Status:** Active
  - Payroll Status:** Active
  - \*Action:** Hire
  - Reason:** Transfer In Promotion
  - \*Job Indicator:** Primary Job
  - Position Number:** DOC00065 (look-up icon)
  - Position Entry Date:** 01/04/2021
  - Regulatory Region:** USA (United States)
  - Company:** DOC (Dept of Corr - Central Admin)
  - Business Unit:** 70100 (Dept of Corr - Central Admin)
  - Department:** 126 (PAYROLL)
  - Location:** CENTR (Dept of Corrections)
  - Establishment ID:** DOC (Dept of Corrections)
  - Date Created:** 01/09/2021

9. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

10. If the Position Data is correct, click the **Job Information** tab.





## Human Resources Job Aid

### HR351 Managing an Inter-Agency Transfer

The **Job Information** tab displays.

Work Location | **Job Information** | Job Labor | **Payroll** | Salary Plan | Compensation

Empl ID [REDACTED]  
Employee [REDACTED] Empl Record 2

Job Information Details ?

Effective Date 01/04/2021  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Hire  
Reason Transfer In Promotion  
Job Indicator Primary Job

Go To Row

Current ☐

Job Code 19031 Financial Services Spec I  
Entry Date 01/04/2021  
Supervisor Level E  
Reports To DOC00889  
Regular/Temporary Restricted  
Empl Class [REDACTED]  
Regular Shift Not Applicable  
Classified Ind Classified

SOC Code 43-3051  
Employee 23211aPayroll Supv [REDACTED]  
Supervisor Name [REDACTED]  
Full/Part Full-Time  
\*Officer Code None  
Shift Rate  
Shift Factor

11. Review the job information. If the job information is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

12. If the job information is correct, click the **Empl Class** field drop-down button and select the applicable Classification. The following classifications are available for selection:

|            |
|------------|
| Adjunct    |
| Admin/Prof |
| Agency Hd  |
| Classified |
| Emerg Hrly |
| FedWrkStdy |
| Grad Asst  |
| LODA Em    |
| LTD        |
| LegiAssist |
| Non Class  |
| ORP CNV    |
| Othr Offcl |
| Ret EE     |
| Ret Judge  |
| SPORS      |
| StWrkStdy  |
| Student    |
| Sub Judge  |
| TLC EE     |
| TchResrch  |
| Uemply     |
| VALORS     |
| Wage       |
| Wage NE    |

13. Click the **Payroll** tab.

The **Payroll** tab displays.

|               |                 |           |                |             |              |
|---------------|-----------------|-----------|----------------|-------------|--------------|
| Work Location | Job Information | Job Labor | <b>Payroll</b> | Salary Plan | Compensation |
|---------------|-----------------|-----------|----------------|-------------|--------------|

Employee ID [redacted]  
Empl Record 2

**Payroll Information** ?

Effective Date 01/04/2021  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Hire  
Reason Transfer In Promotion  
Job Indicator Primary Job

Go To Row

\*Payroll System Payroll for North America  
Absence System Other

**Payroll for North America** ?

Pay Group [redacted]  
Employee Type [redacted]  
Tax Location Code [redacted]  
GL Pay Type [redacted]  
Combination Code [redacted]

Holiday Schedule [redacted]  
FICA Status Subject  
[Edit ChartFields](#)

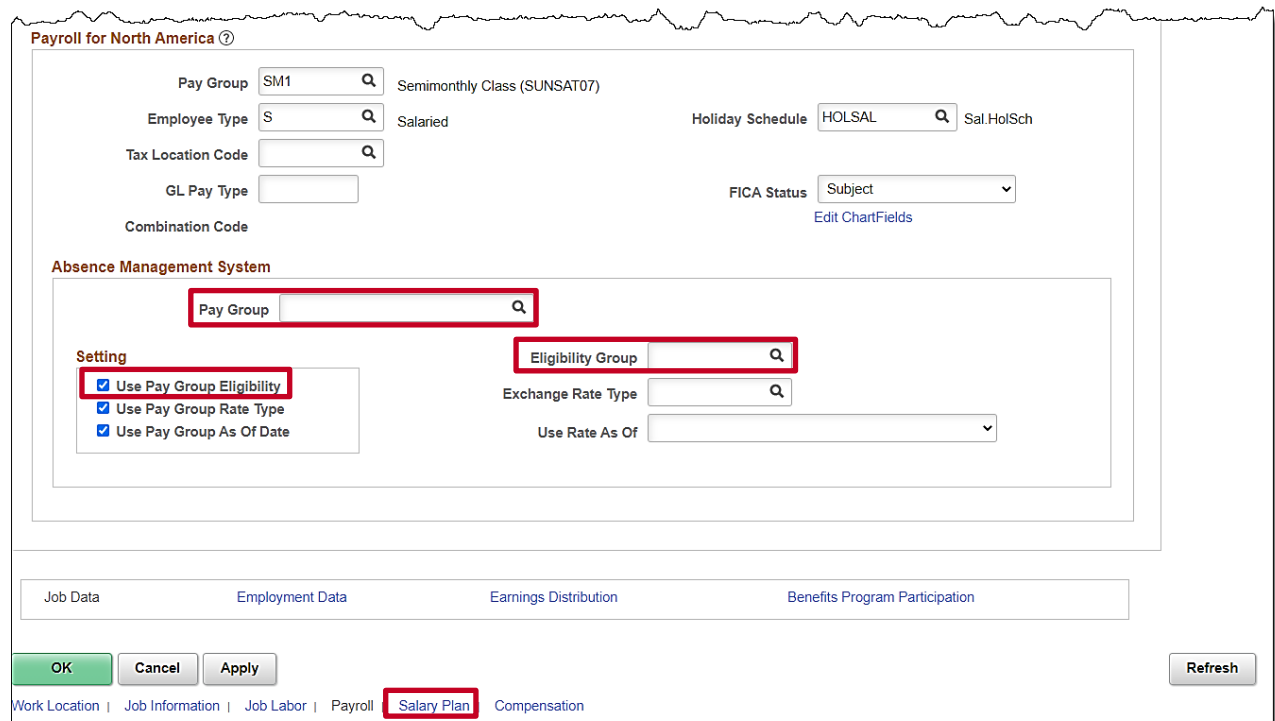
- The **Absence System** field defaults to “Other”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

**Note:** The **Absence Management** section is visible only if “**Absence Management**” is selected in the **Absence System** field, otherwise this section is hidden.

- Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America** section.

**Note:** The options available within the **Pay Group** field are driven by the type of Absence System selected. It is, therefore, important to complete this page in order from top to bottom.

The page refreshes.

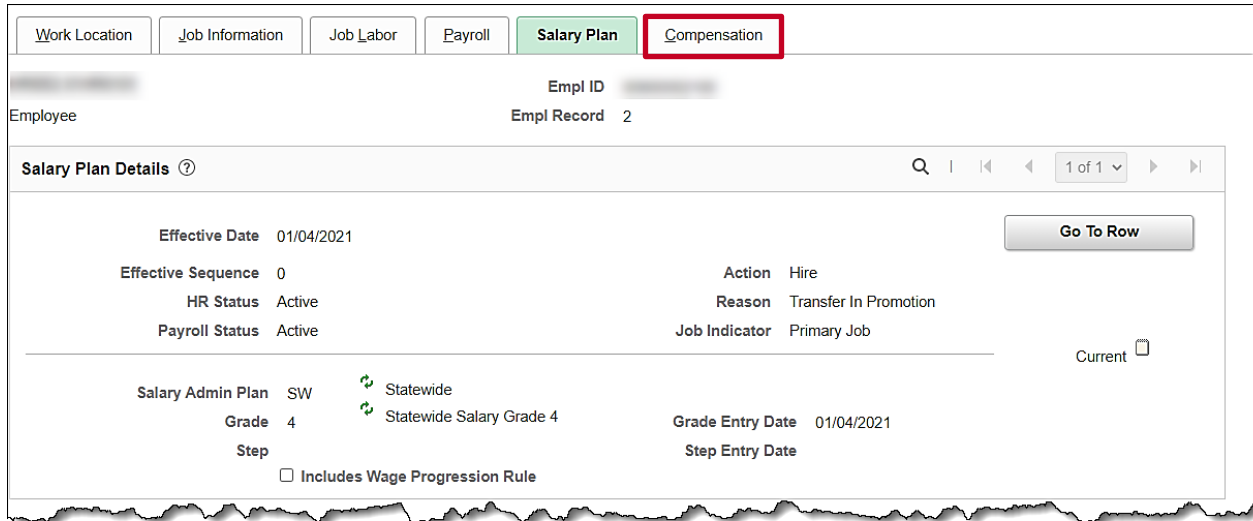


**Note:** The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field.

- Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.
- Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.
- Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
- De-select the Use Pay Group Eligibility checkbox.

20. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.



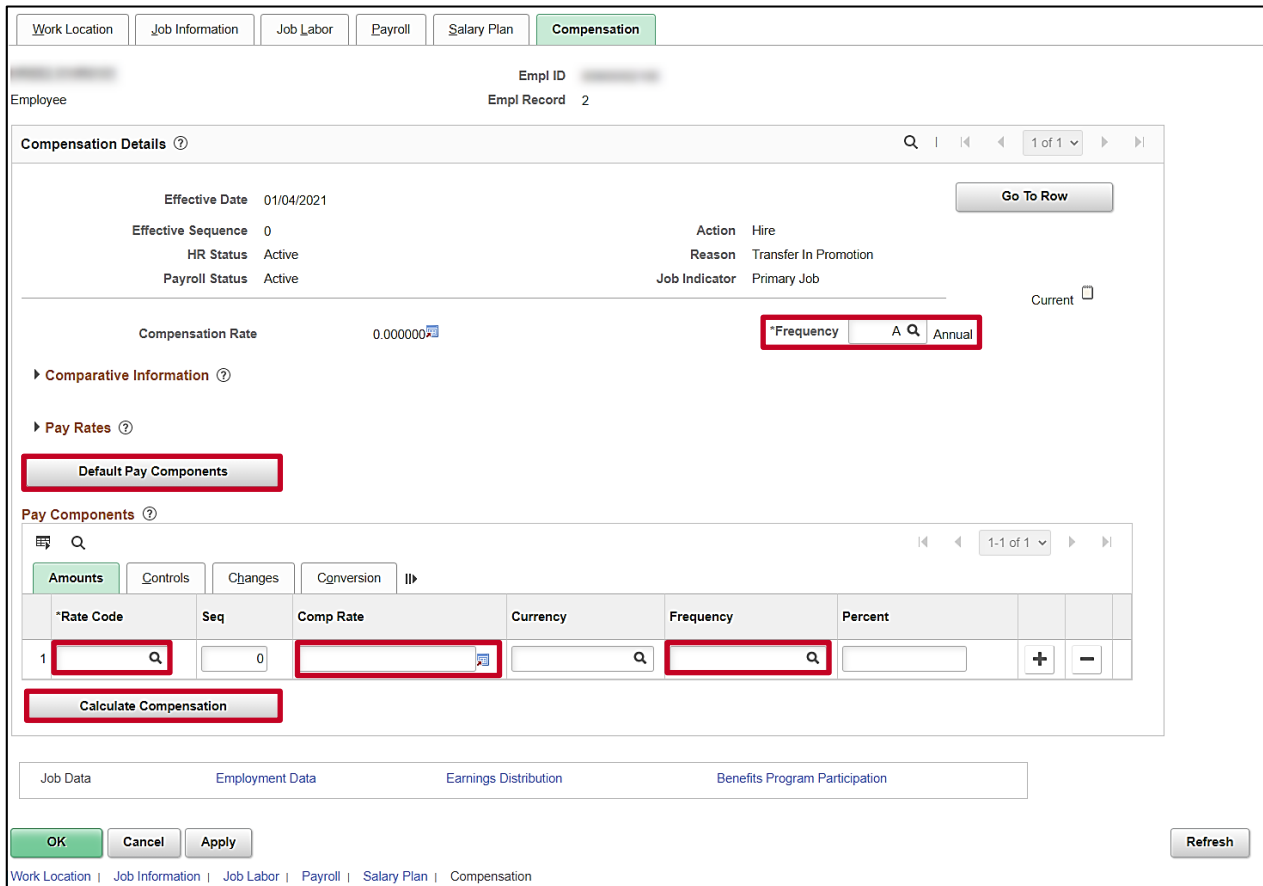
| Work Location   | Job Information | Job Labor | Payroll | Salary Plan | Compensation |
|---|-----------------|-----------|---------|-------------|--------------|
| Employee [redacted] Empl ID [redacted] Empl Record 2    |                 |           |         |             |              |
| Salary Plan Details ?                                   |                 |           |         |             |              |
| Effective Date 01/04/2021                               |                 |           |         |             |              |
| Effective Sequence 0                                    |                 |           |         |             |              |
| HR Status Active  |                 |           |         |             |              |
| Payroll Status Active                                   |                 |           |         |             |              |
| Action Hire   |                 |           |         |             |              |
| Reason Transfer In Promotion                            |                 |           |         |             |              |
| Job Indicator Primary Job                               |                 |           |         |             |              |
| Current <input type="checkbox"/>                        |                 |           |         |             |              |
| Salary Admin Plan SW                                    |                 |           |         |             |              |
| Grade 4   |                 |           |         |             |              |
| Step  |                 |           |         |             |              |
| Includes Wage Progression Rule <input type="checkbox"/> |                 |           |         |             |              |

21. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

**Note:** For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

22. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



The screenshot displays the 'Compensation' tab in the HR351 system. At the top, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Compensation tab is active. Below the tabs, there's a header section with 'Employee' and 'Empl ID' fields. The main section is titled 'Compensation Details' and contains several fields: Effective Date (01/04/2021), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Hire), Reason (Transfer In Promotion), and Job Indicator (Primary Job). A 'Go To Row' button is also present. Below these fields, there's a 'Compensation Rate' field showing '0.000000'. A red box highlights the 'Frequency' field, which is set to 'A' (Annual). Below this, there's a 'Comparative Information' section and a 'Pay Rates' section. A red box highlights the 'Default Pay Components' button. Below that, there's a 'Pay Components' table with columns: Rate Code, Seq, Comp Rate, Currency, Frequency, and Percent. A red box highlights the 'Rate Code' field in the first row. Another red box highlights the 'Comp Rate' field in the first row. A third red box highlights the 'Frequency' field in the first row. Below the table, there's a 'Calculate Compensation' button. At the bottom, there are buttons for OK, Cancel, and Apply, and a 'Refresh' button. The footer shows a navigation bar with links for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation.

23. Enter/select the applicable Frequency Code in the **Frequency** field.

**Note:** The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.

24. Click the **Default Pay Components** button.

25. Enter/select the applicable Rate Code in the **Rate Code** field.

26. The **Currency** and **Frequency** fields default based on the Rate Code entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.

27. Click the **Calculate Compensation** button.



## Human Resources Job Aid

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The page refreshes.

Work LocationJob InformationJob LaborPayrollSalary PlanCompensation

EmployeeEmpl IDEmpl Record 2

Compensation Details

Effective Date01/04/2021

Effective Sequence0

HR StatusActive

Payroll StatusActive

ActionHire

ReasonTransfer In Promotion

Job IndicatorPrimary Job

Go To Row

Current

Compensation Rate3,125.000000

\*FrequencySemimonthly

Comparative Information

Pay Rates

Default Pay Components

Pay Components

AmountsControlsChangesConversion

| *Rate Code | Seq | Comp Rate     | Currency | Frequency | Percent |   |   |
|------------|-----|---------------|----------|-----------|---------|---|---|
| 1 STATE    | 0   | 75,000.000000 | USD      | A         |         | + | - |

Calculate Compensation

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

OKCancelApply

Refresh

Work LocationJob InformationJob LaborPayrollSalary PlanCompensation

28. Click the **Employment Data** link at the bottom of the page.

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## Human Resources Job Aid

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The **Employment Information** page displays.

Employment Information

Employee

Empl ID

Empl Record 2

Organizational Instance ?

Organizational Instance Rcd 2

Original Start Date

Override

Last Start Date

First Start Date

Termination Date

Years

Months

Days

Org Instance Service Date

Override

0

0

0

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 01/09/2021

First Assignment Start 01/09/2021

Assignment End Date

Home/Host Classification Home

Company Seniority Date

Benefits Service Date

Seniority Pay Calc Date

Probation Date

Professional Experience Date

Business Title 23414ePayroll Tech

Position Phone

Work Mode Office/Facility Worker

Tenure Status/Contract Type

Alternate Leave Plan

Alternate Work Schedule

VSDP Effective Date

Agency Use Field 1

Agency Use Field 2

Agency Use Field 3

Years

Months

Days

Time Reporter Data

0

0

0

0

0

0

Person Employment Dates ?

Continuous State Service Date

Leave Eligibility Service Date

Previous Months Of Service

USA

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

OK

Cancel

Apply

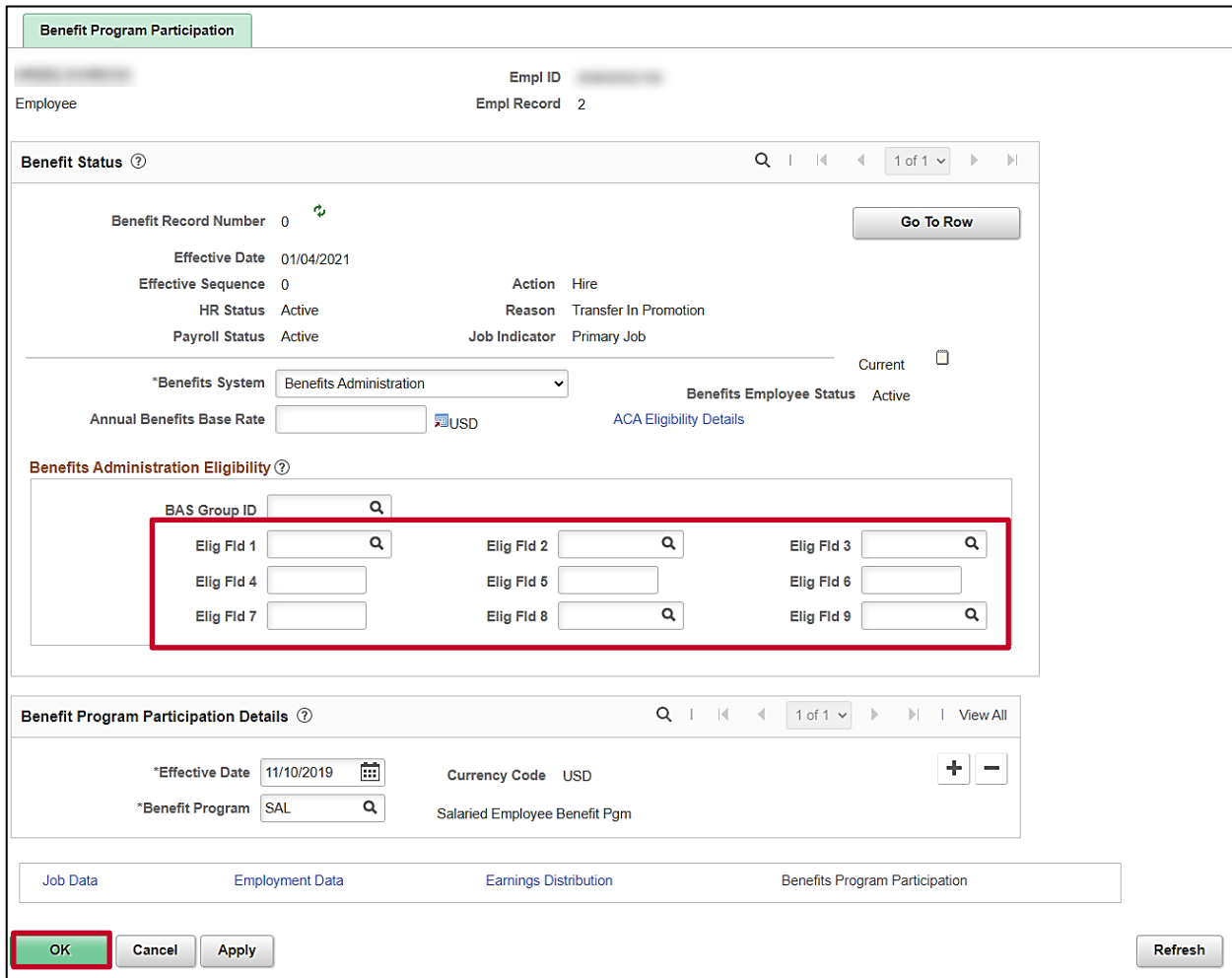
Refresh

29. Review the employment information and validate for accuracy.
30. If updates to continuous State Service Date, Leave Eligibility Service Date, and Previous Months of Service are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview Job Aid**. This document can be found on the **Cardinal** website under **Learning**.
31. Click the **Benefits Program Participation** link.

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The **Benefit Program Participation** page displays.



**Benefit Program Participation**

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 2

**Benefit Status** ? 1 of 1

Benefit Record Number: 0 Go To Row

Effective Date: 01/04/2021

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Hire

Reason: Transfer In Promotion

Job Indicator: Primary Job

\*Benefits System: Benefits Administration Current

Annual Benefits Base Rate: [Redacted] USD ACA Eligibility Details

Benefits Employee Status: Active

**Benefits Administration Eligibility** ?

BAS Group ID: [Redacted]

Elig Fld 1: [Redacted] Elig Fld 2: [Redacted] Elig Fld 3: [Redacted]

Elig Fld 4: [Redacted] Elig Fld 5: [Redacted] Elig Fld 6: [Redacted]

Elig Fld 7: [Redacted] Elig Fld 8: [Redacted] Elig Fld 9: [Redacted]

**Benefit Program Participation Details** ? 1 of 1 View All

\*Effective Date: 11/10/2019 Currency Code: USD

\*Benefit Program: SAL Salaried Employee Benefit Pgm

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

**OK** Cancel Apply Refresh

32. Review the Benefits Program Participation information and validate for accuracy.

**Note:** If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

**Note:** Before clicking the **OK** button, review all Job Information. Once the **OK** button is clicked, the record is saved and anything entered incorrectly will require a help desk ticket for correction. If either of **Elig Flds 2, 8, & 9** are blank, the warning message below displays.



Warning -- -

The following fields should be populated:  
Eligibility Field 2 - Health Care Group Number  
Eligibility Field 8 - Contract Length/Number of Pays  
Eligibility Field 9 - Employee Status/Bill Premium Code

Any field left blank will be populated with a default value automatically overnight.

Click Cancel to go back and enter the value(s) or click OK to save.

33. Click the **OK** button.

The **Add Employment Instance** page returns.

**Add Employment Instance**

Empl ID

Empl Record 2

34. Highlight the Employee ID and right click the mouse to copy the employee ID.

35. Use the following navigation to run the **Employee Activity Report** for the employee:

**Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report**

36. Run the Employee Activity Report for the employee.

**Note:** For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

37. Print the report and place the printed transaction in the employee file for future audit requests.